
Auburn University Job Description

Job Title: **Asst Dir, In-state Recruitment**

Grade SR10 \$48,800 - \$83,000

Job Code: **AD14**

FLSA status: Exempt

Job Family: Student Resources

Job Function: Admissions & Recruitment

Job Summary

Reporting to the Associate Director of Admissions, the Freshman Recruitment Manager supervises Admissions Advisors assigned to incoming in-state students to ensure recruitment and enrollment goals are achieved. Ensures the office, events and other recruitment programs are staffed and supported.

Essential Functions

1. Manages the Admissions Advisors assigned to incoming in-state students, meets with freshman students, and manages freshman inquiry and applicant follow-up. Responsible for hiring and daily supervision, training, and evaluation of Freshman Admissions Advisors which includes answering general questions, communicating important information and updates, leave approval, financial reimbursements and performance reviews.
2. Manages and coordinates attendance to college fairs and recruitment events within the state of Alabama. Ensures representation at all appropriate events.
3. Participates in the admissions process of students to include, but not limited to, reviewing applications and recommending students for admission. Participates in Admissions Application Review Committee.
4. Services as an advisor for specific territories within the state of Alabama by recruiting and enrolling prospective students by advising the students and parents over the phone, online, or in person to provide information about Auburn's admissions process, scholarship opportunities, academic programs and educational and extra-curricular opportunities.
5. Serves as the Undergraduate Admissions Auburn Employee Liaison for employees interested in applying for undergraduate admissions.
6. Collaborates with Assistant Director of Recruitment to ensure the daily operations, tasks, and duties align with the goals and mission of Undergraduate Admissions.
7. Performs other related duties.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Bachelor's Degree	Degree in Business Management, Public Relations, Marketing, Psychology, Communications, Education, or any related field. Master's degree is desired.
Experience (yrs.)	5	Experience in student advising, student recruiting, and/or student program coordination in areas such as admissions, recruitment, scholarship or related area. Prefer 2 years of experience directly supervising full-time employees.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of admission requirements and academic program knowledge. Knowledge of recruitment, admission, and scholarship practices and processes. Knowledge of marketing and promotional practices. Excellent interpersonal skills and commitment to customer service to include paying attention to detail and following through with customers.

Certification or Licensure Requirements

None required.

Pre-Employment Screening Requirements

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 11/10/2022
